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Vacancy Announcement

(Announcement Number: 10-03)

USAID/Nepal invites applications for employment for the position of AID Development Program Management Specialist at the Health and Family Planning (HFP) Office, under a Personal Services Contract, subject to availability of funds.

OPEN TO: All interested and qualified Nepali Citizens

POSITION: AID Development Program Management Specialist - FSN PSC-12
(Note: Selected candidate may be hired at a lower trainee grade based on qualifications and experience)

OPENING DATE: March 24, 2010

CLOSING DATE: April 7, 2010

WORK HOURS: Full-time; 40 hours/week

BASIC FUNCTION OF THE POSITION:

The Program Management Specialist (PMS) is a senior-level professional in the USAID/Nepal Health and Family Planning Office. As the Division Chief for the Family Planning, Maternal, Newborn & Child Health and Nutrition (FP/RH/MNCH/Nutrition) activities, the PMS supervises at least three mid/senior-level technical Foreign Service Nationals (FSN) and reports directly to the HFP Deputy Office Director. The PMS is expected to actively participate as a USAID/Nepal senior representative in central-level Ministry of Health and Population (MOHP) policy development meetings, donor and implementing partner coordination meetings and program and technical workshops and seminars. Main responsibilities include staff supervision, technical leadership and senior-level liaison with MOHP officials and other Government of Nepal (GON) officials within the MOHP and other line ministries. The PMS serves as the Acting Office Deputy Director or Director as requested.

REQUIRED QUALIFICATIONS:

NOTE: All applicants are instructed to address each selection criterion detailed below:

1. Advanced degree in social or behavioral sciences, health, public health, or other relevant fields: a master's degree in public health or social science is required, doctoral degree in public health or similar field desired. An equivalent of 7 to 10 years of experience in the field of public health is acceptable as an alternative to a post-graduate degree.

2. At least five years of prior mid- to senior professional level experience in the field of public health is required; prior work experience with USAID or another international agency desired. Experience managing programs, including fiscal management required.
3. Level IV (Fluent) Reading/Writing/Speaking English is required. Level IV (Fluent) Reading/Writing/Speaking Nepali is required.
4. Thorough knowledge of technical and programmatic FP/RH/MNCH/Nutrition issues in Nepal and the approaches to address them. Knowledge of evaluation methods, both quantitative and qualitative, required.
5. Must possess the ability to establish and maintain effective working relationships and an extensive range of contacts with USAID, USAID implementing partners, GON/MOHP officials, central and district-level government and non-government organization counterparts.
6. Must possess high quality analytical skills and the ability to assess public health interventions to evaluate their efficacy and efficiency in relation to significant economic, political and social trends in Nepal. Ability to plan, organize, manage and evaluate significant and complex projects. Ability to communicate effectively, both orally and in writing in English and Nepali is essential. Word-processing and computer skills are required. Excellent interpersonal skills and an ability to work in a highly productive team environment also required.

A detailed job description may be picked up at the USAID Human Resources Office during office hours. Interested applicants should submit along with a cover letter a completed form OF-612 and/or a C.V. not to exceed 3 pages and any other documentation (e.g., certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above. Please send your application to the attention of USAID/Nepal, Human Resources Office, U.S Embassy Maharajgunj, P.O. Box. 295. Applications may be sent electronically to: USAIDNepalHR@usaid.gov

Only short listed applicants will be contacted to participate in the hiring process.

USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. Disadvantaged castes, under-represented ethnic groups, and women are especially encouraged to apply.